

REPRODUCTION SUPERVISOR

NATURE AND VARIETY OF WORK

This is supervisory reproduction assistant work. Work involves day-to-day resolution of the most complex copier problems, assigning, reviewing and evaluating the work of lower level Reproduction Assistants who perform various duplicating/reproduction functions for the County's departments and agencies. Work is performed under the general supervision of the Printing and Reproduction Supervisor who reviews work in terms of effectiveness with which the copy center meets its objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises supervision over the copy center including training, leave approval, performance appraisal, and work assignments for the lower level Reproduction Assistants.

Reviews all incoming job tickets and ensures that such jobs are completed in a timely manner.

Assigns work to key operators and established priorities to meet required deadlines.

Meets with representative of using agencies to discuss their needs and arranges to accommodate their requests.

Accountable for all monies collected from cash copiers.

Responsible for control of all meter cards and issues them to using agencies.

Maintains logs of all jobs and number of copies produced.

Determines priorities of job requested to meet deadlines.

Gives price quotes as necessary.

Calls service representative for machine repairs and keeps records of all service calls.

Checks machines daily for quality/operator performance and settles operator/customer differences.

Assists print shop personnel in reading meter cards on monthly basis.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of duplicating practices and procedures.

Thorough knowledge of duplicating machines, e.g., how to use and maintenance.

Thorough knowledge of the various type of weights of paper and other related materials relating to duplicating operations.

Good knowledge of basic mathematics.

Thorough knowledge of basic English.

Ability to supervise personnel in a manner conducive to good work performance.

Ability to exercise good judgment and discretion in accomplishing work objectives.

MINIMUM QUALIFICATIONS

Graduation from high school, supplemented by special training in the operation of pertinent duplicating equipment; plus one (1) year of experience which included major responsibility for operating duplicating/reproduction machines, maintaining records and files and leading/training others in task performance; or an equivalent combination of education, training and experience.

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